



United States Bankruptcy Court
Eastern District of California

Welcome to NextGen

HOW TO GET STARTED

WHAT IS NEXTGEN, WHAT DOES IT DO, AND WHAT IS THE BENEFIT TO YOU?

- NextGen is the shortened name for Next Generation of CM/ECF.
- NextGen simplifies the log-in process by combining CM/ECF and PACER accounts into a single Central Sign-On Account.
- If you file in more than one district, you will use one login and password to access CM/ECF in all NextGen Districts. You will no longer need a separate CM/ECF account for each NextGen Court.

When is the court transitioning to NextGen?

- Go LIVE DATE: **October 18, 2021**
- Our court will transition to Nextgen beginning Thursday, **October 14, 2021, at 8:00 p.m.** At that time CM/ECF, PACER, and our e-filing system will be offline until October 18, 2021, at 8:00 a.m.

WHAT'S NOT CHANGING?

THE EASTERN DISTRICT OF CALIFORNIA WILL CONTINUE TO USE OUR CAEB E-FILING SITE FOR E-FILING MOST DOCUMENTS IN OUR DISTRICT. **YOUR LOGIN AND PASSWORD WILL NOT CHANGE FOR OUR E-FILING SITE.**

WHAT TO DO NOW TO GET READY!

Step 1 – PACER accounts

- Obtain an individual PACER account if you do not already have one. Each filer must have an individual PACER account. More information on how to set up an individual PACER account can be found here: <http://pacer.uscourts.gov/register-account>. No Shared PACER accounts for a firm will be usable.
- Firms may set up a PACER Administrative Account (PAA) to help manage accounts and have those individual accounts centrally billed for PACER access fees. More information on how to set up a PACER Administrative Account can be found here: <https://pacer.uscourts.gov/register-account/group-billing>

WHAT TO DO NOW TO GET READY!

Step 2 – Upgrade Account

➤ If your PACER account was issued before August 11, 2014, it is considered a legacy account and will need to be upgraded **prior to October 18, 2021**. To upgrade your account, go to PACER to log in with your current PACER credentials and click on “Upgrade” next to your Account Type.

➤ Accounts created after August 11, 2014, have already been upgraded. If you are unsure whether your account needs to be upgraded, detailed instructions regarding upgrading your account, can be found here:

https://pacer.uscourts.gov/sites/default/files/files/Upgrade_PACER_Account%20-%20Learning%20Aid.pdf

WHAT TO DO NOW TO GET READY!

Step 3 – Username and Password

- Make note of your current CM/ECF username and password. If the login information is stored in the browser, it will be lost and not recoverable once NextGen becomes active.
- If you e-file with our court, your CM/ECF login and password are usually the same as your e-Filing login and password. e-Filers should try to log in to CM/ECF with their e-Filing credentials. If you do not know your current CM/ECF login credentials, please click on Forgot Password? here: <https://efiling3.caeb.uscourts.gov> and enter the email address or username associated with your e-Filing account and we will send you an email with your login and password.

ONCE THE COURT IS ON NEXTGEN – THEN WHAT?

Step 4 – Linking Accounts

Beginning October 18, 2021, after our court converts to NextGen, **you must link your CM/ECF account to your upgraded PACER account to file claims** and to ensure you continue to receive Notices of Electronic Filing. Linking is a one-time process that can be completed only once the court is live on NextGen CM/ECF. This cannot be done unless you have an upgraded account.

ONCE THE COURT IS ON NEXTGEN – THEN WHAT?

Step 4 – Linking Accounts Continued

- Go to PACER and select **Court CM/ECF Lookup** under **Filing Electronically**
- Scroll down to California Eastern Bankruptcy Court and click on the **NextGen** link
- After you log in, click on the **Eastern District of California - Document Filing System**
- You might be prompted to log in using your upgraded credentials if you are not already logged in
- In the white ribbon, click on **Utilities**
- Click **NextGen Release 1.1 Menu Items** and then click **Link a CM/ECF account to my PACER account.**
- Enter your CM/ECF login and password.
- Verify the CM/ECF account and PACER account listed are accurate, and if so, click submit.
- You have now linked your PACER and CM/ECF accounts.
- **Failure to complete steps 1 through 4 will prevent you from logging into NextGen once we go live and, in some instances, may cause issues viewing your “free looks” in PACER.**

ONCE THE COURT IS ON NEXTGEN – THEN WHAT?

Step 5 – Adding a Secondary e-mail and Verifying Noticing Frequency

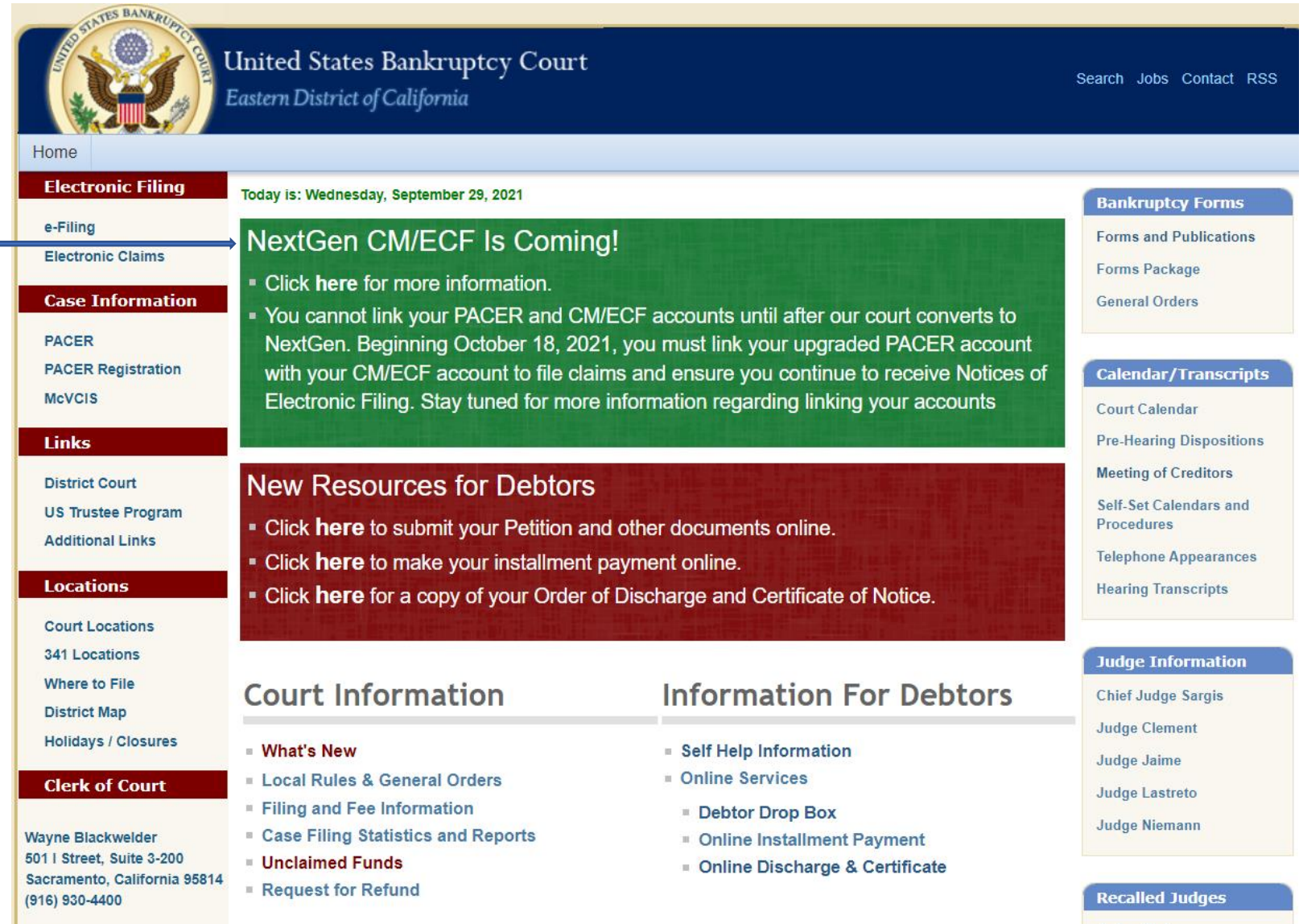
Note: If you do not have a secondary e-mail account, you do not need to add one. However, you should verify your preferences regarding the frequency of the e-mails you receive.


- Log into CAEB's NextGen site using PACER
- In the white ribbon, click on **Utilities**
- Click **Maintain Your ECF Account**
- Click **Email Information**
- If you want to add a secondary email address, add it in the Secondary email Address box and confirm it in the Reenter Secondary email
- Verify whether you want to receive a notice for each filing or a Daily Summary Report.
- Click **Return to Account Screen**
- Click **Submit** on the account screen

Resources

CAEB WEBSITE:

www.caeb.uscourts.gov



 **United States Bankruptcy Court**
Eastern District of California

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Home

Electronic Filing

- e-Filing
- Electronic Claims

Case Information

- PACER
- PACER Registration
- McVCIS

Links

- District Court
- US Trustee Program
- Additional Links

Locations

- Court Locations
- 341 Locations
- Where to File
- District Map
- Holidays / Closures

Clerk of Court

Wayne Blackwelder
501 I Street, Suite 3-200
Sacramento, California 95814
(916) 930-4400

Today is: Wednesday, September 29, 2021

NextGen CM/ECF Is Coming!

- Click [here](#) for more information.
- You cannot link your PACER and CM/ECF accounts until after our court converts to NextGen. Beginning October 18, 2021, you must link your upgraded PACER account with your CM/ECF account to file claims and ensure you continue to receive Notices of Electronic Filing. Stay tuned for more information regarding linking your accounts

New Resources for Debtors

- Click [here](#) to submit your Petition and other documents online.
- Click [here](#) to make your installment payment online.
- Click [here](#) for a copy of your Order of Discharge and Certificate of Notice.

Court Information

- What's New**
- Local Rules & General Orders
- Filing and Fee Information
- Case Filing Statistics and Reports
- Unclaimed Funds**
- Request for Refund

Information For Debtors

- Self Help Information**
- Online Services**
 - Debtor Drop Box
 - Online Installment Payment
 - Online Discharge & Certificate

Bankruptcy Forms

- Forms and Publications
- Forms Package
- General Orders

Calendar/Transcripts

- Court Calendar
- Pre-Hearing Dispositions
- Meeting of Creditors
- Self-Set Calendars and Procedures
- Telephone Appearances
- Hearing Transcripts

Judge Information

- Chief Judge Sargis
- Judge Clement
- Judge Jaime
- Judge Lastreto
- Judge Niemann

Recalled Judges



United States Bankruptcy Court

Eastern District of California

We look forward to assisting you during this transition to NextGen. If you have questions regarding upgrading your PACER account, please contact the PACER Service Center at Pacer@psc.uscourts.gov or at (800) 676-6856